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Date: 11-30-78 By: _____

W 12 January 1955

MEMORANDUM FOR THE RECORD

SUBJECT: The General Mark Clark Task Force

1. Wednesday morning was devoted to an inspection of the [redacted] Warehouse. Primary attention was given to the paper work and record keeping which underlies the actual operation of the warehouse. Colonel Miller privately expressed gratification that our relatively small operation was not burdened down with all of the record maintenance and administration of a large integrated warehousing operation.

2. During the physical inspection Colonel Miller at first appeared to be critical of the fact that materiel was in large boxes stacked one on top of the other. He mentioned the advantages of bin storage in connection with visibility of content and ease of inventory taking. Similarly, he was critical of the inaccessibility of the inner stacks in the bays. A lift fork fortunately came along about this time and in a matter of seconds removed an entire stack in order to secure an item from a bottom box. This appeared to impress Colonel Miller greatly and probably changed his views.

3. The level of activity relative to the number of employees on duty was very slight and it is possible that Colonel Miller will recommend a manpower survey.

4. The afternoon was devoted to a briefing on the Procurement Division and the Administrative Staff. All questions appeared to be answered to the complete satisfaction of the Task Force Staff in the Procurement Division. In the Administrative Staff discussion, however, two matters were pursued vigorously by Colonel Miller even though not completely relevant to the functions of the Administrative Staff, Logistics Office. Colonel Miller insisted upon a complete exposition of:

a. The Agency mail system, i.e., how all incoming and outgoing written material is received, dispatched and internally distributed and collected regardless of source or destination.

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b. The Agency record disposition and inactive storage program.

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Since neither [] nor I could provide satisfactory answers, Colonel Miller suggested that the Logistics Office survey for Thursday afternoon be postponed and that Mr. McGruder devote the time to thoroughly exploring these matters.

5. I subsequently ascertained that the Management Staff handles all aspects of the records retirement program and will so inform Mr. McGruder. Therefore, inquiry on this matter can be postponed until the scheduled visit to the Management Staff. The Management Staff was also alerted to Colonel Miller's intense interest in this phase of their work.

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6. With respect to the Agency mail system, [] of the Logistics Administrative Staff which operates the courier service has been alerted to collect information thereon. In addition, I will find out exactly which Agency component has primary mail responsibility and make the necessary arrangements for a briefing of Mr. McGruder on the subject.

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cc: Mr. George Carey

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